



## State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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*The Adjutant General*

### DEPARTMENTAL BULLETIN NO. 3

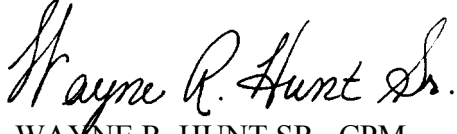
15 September 2003

#### VIDEO TELECONFERENCING (VTC) WEEKLY STATION CALLS (F/IASD-ISB-VI)

1. This bulletin applies to all Video Teleconferencing (VTC) facilities and coordinators within the New Jersey Department of Military and Veterans Affairs.
2. There will be a mandatory all-station test of the Emergency Operations VTC systems on the Garden State Network (GSN) every Thursday at 1400 hours until further notice. Weekly station calls will be conducted to insure the operational readiness of the Video Teleconferencing network and equipment.
3. All VTC Coordinators or their designated representatives are required to participate in the weekly station call/equipment check. If for any reason a station is unable to participate in a weekly test the VTC Coordinator for that facility must notify the Department's Visual Information Technician, Mrs. Elizabeth Hutchison at (609) 530-7137 or email [Elizabeth.Hutchison@njdmava.state.nj.us](mailto:Elizabeth.Hutchison@njdmava.state.nj.us) in advance of the scheduled test date.
4. Should any one or more VTC facility encounter a problem during the weekly station call the Department's Visual Information Technician will coordinate with those locations offline to resolve the situation at the conclusion of the weekly test. This resolution can and will include additional VTC testing, on-site staff visits, and/or contract vendor maintenance service.
5. Enclosure No. 1 of this bulletin contains a current listing of designated VTC coordinators and alternates for each of the VTC units on the GSN state network along with the voice phone numbers and IP and ISDN numbers for each location.
6. Enclosure No. 2 of this bulletin contains a schedule of VTC station calls for the remainder of calendar year 2003 and calendar year 2004 for your reference.

7. Questions or inquiries concerning the above should be addressed to the Department VTC coordinator Elizabeth Hutchison at (609) 530-7137 or email [Elizabeth.Hutchison@njdmava.state.nj.us](mailto:Elizabeth.Hutchison@njdmava.state.nj.us)

OFFICIAL:



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DISTRIBUTION: A, B, C, D, E, H, S: VTC Coordinators (1ea)

2 Encl:

1. VTC Contacts/Coordinators List
2. VTC Station Call Schedule CY 03 /04

## VTC Contacts/Coordinators

Location	Name	Work Phone	Mobile Phone	VTC Phone	ISDN	IP
HSCOE-CCR	SFC Raymond Denson Kevin Hearn	609.530.7069			609.530.8221	10.28.72.97
HSCOE-COPS					609.530.8227	10.28.72.98
HSCOE-FOPS				609.530.7011	609.530.8233	10.28.72.99
HSCOE-Conf Rm	Elizabeth Hutchison CPL Jeff Hiles Eudalia Rosario	609.530.7137 609.530.6920 609.530.7078	609.203.2400	609.530.7183	TBD	10.28.72.96
DMAVA Conf Rm D				609.530.7119	609.620.0117	10.28.72.112
MCU					609.530.7802	10.28.72.95
TAG Conf Rm					609.530.8173	
Atlantic City	SSG Thresta Henton SPC Rachelle White	609.441.3184 X122		609.441.3184 X116	609.345.2392	10.28.66.112
Fort Dix	Alice Vannozzi PVT Walter Holcomb	609.562.0313 609.562.0862		609.562.0998	609.723.7148	10.28.64.112
Sea Girt	Gary Schmitz	732.974.5952	732.236.5844	732.974.4864	732.974.1512	10.28.18.112
Somerset	CPT Richard DiBuono SGT Sheri Tyson	732.418.3312 X109 732.418.3312 X117		732.418.3312 X131	732.220.0133	
Teaneck	SGT Calvin Brokaw	201.833.9811		201.833.0766	609.723.8889	

## **SCHEDULE FOR VIDEO TELECONFERENCING (VTC) WEEKLY STATION CALLS (F/IASD-ISB-VI)**

Weekly Station Calls will be held on the following Thursdays in 2003 and 2004:

### **2003:**

September 25

October 2, 9, 16, 23, 30

November 6, 13, 20

December 4, 11, 18

### **2004:**

January 8, 15, 22, 29

February 5, 12, 19, 26

March 4, 11, 18, 25

April 1, 8, 15, 22, 29

May 6, 13, 20, 27

June 2, 10, 17, 24

July 1, 8, 15, 22, 29

August 5, 12, 19, 26

September 2, 9, 16, 23, 30

October 7, 14, 21, 28

November 4, 11, 18

December 2, 9, 16, 23

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Please mark your calendar.

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*Encl 2 to Departmental Bulletin No. 3, 15 Sep 03*